



One state. One system.

# Department Change Impacts Workshop

SCO/STO Integrated Solution

December 2018 Release – Milestone 3



# Agenda

- SCO/STO Integrated Solution Overview
- Key Terms
- User Roles Impacts
- Business Processes Impacts
  - Budget Journal
  - GL Journals
  - AP Journal Voucher
  - Claims Processing
  - Batch Process Change
- Next Steps
  - Tasks
  - Upcoming Town Halls

# SCO/STO Integrated Solution Overview

Milestone #	Key Functionality	Deployment Date
Milestone 2	<ul style="list-style-type: none"><li>• Deposit Slip Functionality</li><li>• INFAR018 – Inbound Customer Receipts Interface</li><li>• Electronic Deposit Form (EDF) Interface</li><li>• STO Remittance Advice Deposits</li><li>• Outgoing Payments Recorded in FI\$Cal</li><li>• Integration with Demand Banks</li><li>• Local Agency Investment Fund (LAIF)/ Zero Balance Account (ZBA) Interface</li><li>• ORF Replenishment</li></ul>	LIVE!

# SCO/STO Integrated Solution Overview

Milestone #	Key Functionality	Deployment Date
<b>Milestone 3.1</b>	<ul style="list-style-type: none"> <li>Online Enhancements                             <ul style="list-style-type: none"> <li>Warrant Data Security</li> <li>Post Issuance</li> </ul> </li> <li>Interfaces                             <ul style="list-style-type: none"> <li>Inbound SCO Legacy Claims Interface (paper &amp; electronic claims)</li> <li>New Budget Journal Interface (including automatic cross-posting)</li> </ul> </li> </ul>	December 2018
<b>Milestone 3.2</b>	<ul style="list-style-type: none"> <li>Online Enhancements                             <ul style="list-style-type: none"> <li>Department GL Certification</li> <li>GL Journal to AP Voucher association</li> <li>Journal Voucher Certification</li> <li>Automated Journal Workflow to SCO for approval</li> </ul> </li> <li>Interfaces                             <ul style="list-style-type: none"> <li>Outbound Journal Entries Interface</li> </ul> </li> </ul>	December 2018

# SCO/STO Integrated Solution Overview

Milestone #	Key Functionality	Deployment Date
<b>Milestone 3.3</b>	<ul style="list-style-type: none"><li>• Online Enhancements<ul style="list-style-type: none"><li>• Direct Transfers</li></ul></li><li>• Interfaces<ul style="list-style-type: none"><li>• Controller's Receipt Interface</li><li>• Inbound Transaction Code Interface</li></ul></li></ul>	March 2019
<b>Milestone 3.4</b>	<ul style="list-style-type: none"><li>• Interfaces<ul style="list-style-type: none"><li>• Employee Repayment Interface</li><li>• Plan of Financial Adjustment (PFA) Interface</li></ul></li></ul>	March 2019

# SCO/STO Integrated Solution Overview

Milestone #	Key Functionality	Deployment Date
Milestone 4	<ul style="list-style-type: none"><li>• Conversions<ul style="list-style-type: none"><li>• 2019 Beginning Balance Ledger Conversion</li><li>• 2019 Cash Validation</li><li>• 2019 Cash Validation Appropriation</li></ul></li><li>• Loan Accounting</li></ul>	June 2019
Milestone 5	<ul style="list-style-type: none"><li>• Comprehensive Annual Financial Report (CAFR) Reports</li><li>• Budgetary Legal Ledger (BLL) Reports</li><li>• Ledger Architecture</li><li>• Bond Accounting</li></ul>	June 2019

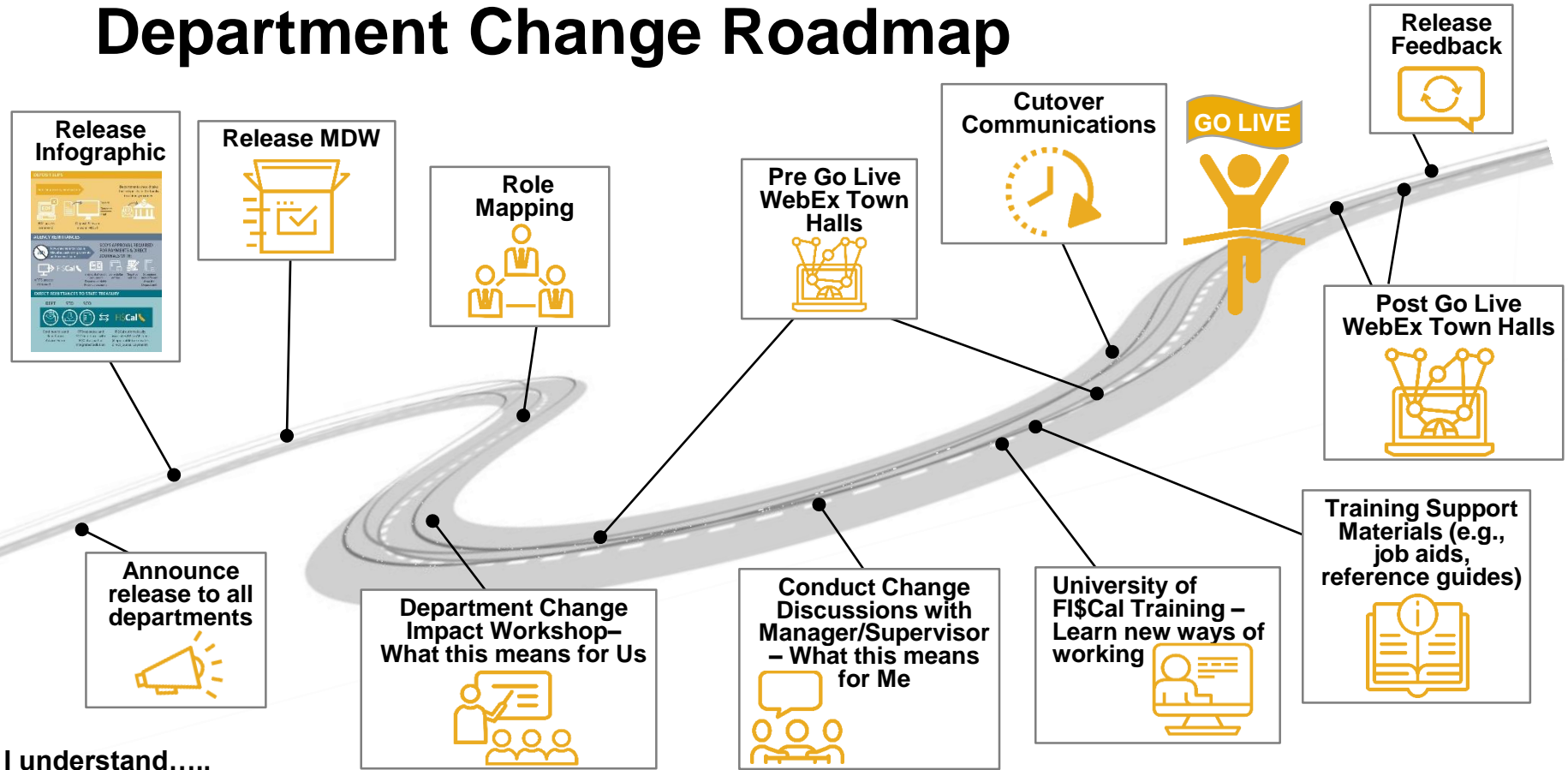
# Master Departmental Workplan (MDW)

- The latest MDW is always available on the SCO/STO Integrated Solution page:

<https://fiscal.ca.gov/library/resources/sco-sto-integrated-solution/>

- The new version posted on October 29 includes M3 December 2018 Release tasks and communications

# Department Change Roadmap



I understand.....

the impact on  
my role

...reason for  
Change

...how I will be prepared  
for Go Live

....how I will work and who I will  
work with at go live

# Key Terms

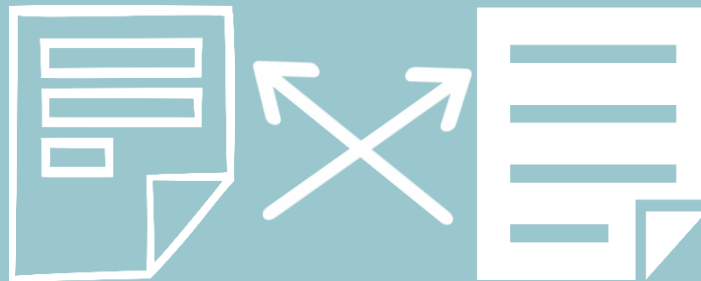
Term	Definition
<b>Claim schedule (paper or electronic)</b>	<p>A request from a state department to the State Controller's Office to disburse payment from a legal appropriation or account for a lawful state obligation. The claim schedule identifies the appropriation or account to be charged, the payee(s), the amount(s) to be paid, and an affidavit attesting to the validity of the request.</p> <ul style="list-style-type: none"><li>➤ Paper claim schedule denotes a physical paper submission</li><li>➤ Electronic claim schedule denotes electronic submission.</li></ul>
<b>Journal Voucher</b>	<p>Used for correcting the accounting entries on a posted or paid voucher and will not affect the dollar value on the original voucher</p>

# Impacted Department Roles

Ac Payable (AP) counts	<b>AP Processor</b>	The department end user who enters, researches, and deletes vouchers. Also responsible for entering adjustments or journal vouchers and maintaining control groups.
	<b>AP Approver 1 &amp; 2</b>	The department end user who reviews and approves vouchers, runs voucher-related reports and sends workflow notification.
General Ledger (GL)	<b>GL Processor</b>	The department end user responsible for creating, editing budget checking and submitting journals. The end user reviews and updates the journal entries within the General Ledger module and submits to SCO for review and approval.
	<b>GL Approver 1</b>	The department end user responsible for updating and approving journals. Also responsible for managing commitment control and budgets.

If needed, departments can update their user roles using ISS.

# Budget Journal Impacts



Departments will **no longer submit** tickets to FSC for budget adjustments. Budget adjustments will interface automatically to FI\$Cal from SCO Legacy.

Please note that all TC23/24s produced prior to go live will still require a ticket to FSC.

# GL Journals



Departments will no longer submit paper transaction requests

\*exceptions apply

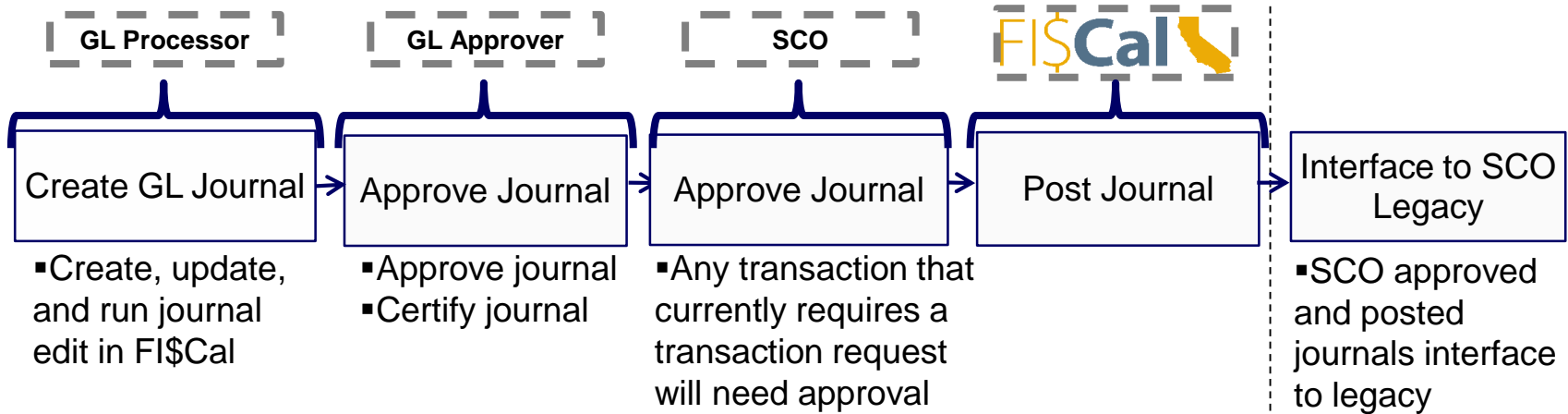
Now enter Transaction Requests in FI\$Cal as GL journals

All GL journals are subject to certification under penalty of perjury

SCO included in workflow, approves certain transactions and FI\$Cal interfaces transactions to SCO legacy

At least 1 GL Approver required per dept

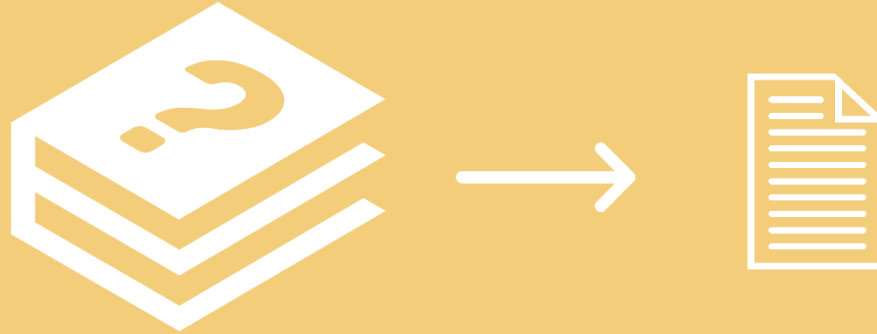
# Departmental Journal Approval



## Key Change Impacts

- Transaction Requests are now recorded as GL Journals in FI\$Cal
- Journals will record the same information as current Transaction Requests such as *Legal Authority*, *Reason for Request* and *Transaction Description*
- Certification is now required for all FI\$Cal journal entries
- Only transactions that are Posted in GL and Approved by SCO will interface to SCO Legacy

# Approvals and continue to send transaction request forms (CA504)



The job aid *SCO Approval of GL Journals and AP Journal Vouchers* is coming to provide additional guidance around approvals for departments.

In most cases departments should be using FI\$Cal to record Journal Entries in SCO Legacy, however, in some cases transaction requests will continue to be sent to SCO and would be recorded as a catch up transaction in FI\$Cal.

# Legal Authority & SCO Type of Transaction

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header Lines Totals Errors Approval

STATE OF CALIFORNIA  
OFFICE OF THE STATE CONTROLLER  
TRANSACTION REQUEST

Business Unit 0855 CA Gambling Control Commission Journal ID NEXT Journal Date 11/05/2018

Journal Description/Legal Authority and Reason for Request  180 characters remaining

\*Ledger Group MODACCRL  Ledger

SCO Type of Transaction CSJV  Claim Schedule Corrections

\*Source 1SA

Reference Number/SCO TC

Journal Class

PS TC GL

SJE Type

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2018

Period 5

ADB Date 11/05/2018

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

☐ CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal Commitment Control

Message Code

Entered By Z\_DEPT\_GL\_JOURNAL\_PROC Department GL Journal Processo

Entered On

Last Updated On

# Transaction Description

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Business Unit 0855 CA Gambling Control Commission Journal ID NEXT Journal Date 11/05/2018  
[Template List](#) [Change Values](#)

[Inter/IntraUnit](#) \*Process [Edit Journal](#) [Process](#)

**Lines** [Personalize](#) | [Find](#) | [Print](#) | [Grid](#)

Select	Line▲	y	Reference	Account Title	PC Status▲	Transaction Description▲
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	Revolving Fund Cash	Not Distributed	Enter as today

Lines to add  [+](#) [-](#) [Grid](#)

**Totals** [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) First [1 of 1](#) Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
0855	1	0.00	0.00	N	N

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

# Journal Certification

Favorites ▾

Main Menu ▾

> General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Journal Approval

## GL Journal Approval

Business Unit 0855  
Journal ID 0000482064  
Journal Date 11/05/2018  
Line Unit 0855  
Ledger Group MODACCRL  
Adjusting Entry N  
Fiscal Year 2018  
Period 5

Return to Worklist

Attachments (0)

Go to Journal Entry Page

Status Pending

Debits

Credits

Description

Requester

### Journal Workflow

Unit 0855, ID 0000482064, Date 2018-11-05

Journal Workflow

Pending

Multiple Approvers  
Approver 1

→

Not Routed

Multiple Approvers  
SCO Approver 1

To add comments to the journal's approval process, enter and select any comment from the dropdown menu in the Approval Flow Graphic Display.

Approved by department

232 characters remaining

Certify

Approve

Deny

Hold

Pushback

Add Comments

Journal Lines

Department Journal Certification

I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named State agency, department, board, commission, office or institution; that the within transfer is in all respects true, correct, and in accordance with all applicable provisions or restrictions in the Budget Act, Federal Regulations, or other statute pertaining to the particular appropriation.

☐ I certify under penalty of perjury

# Journal Approval Status

Favorites ▾

Main Menu ▾

>

General Ledger ▾

>

Journals ▾

>

Journal Entry ▾

>

Journal Approval

GL Journal Approval

Business Unit 0855

Journal ID 0000482064

Journal Date 11/05/2018

Line Unit 0855

Ledger Group MODACCRL

Adjusting Entry N

Fiscal Year 2018

Period 5

[Return to Worklist](#)

Attachments (0)

[Go to Journal Entry Page](#)

Status Pending

Debits

Credits

Description Enter what your department cur

Requester Z\_DEPT\_GL\_JOURNAL\_PROC

Journal Workflow

Unit 0855, ID 0000482064, Date 2018-11-05, Line Unit 0855: Pending

[View/Hide Comments](#)

[Start New Path](#)

Journal Workflow

Approved

Department GL Journal Approver

Approver 1

11/05/18 - 3:09 PM

→

Pending

Multiple Approvers

SCO Approver 1

→

Not Routed

Multiple Approvers

SCO Approver 2

→

Comments

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Certify

Approve

Deny

Hold

Pushback

Add Comments

Journal Lines

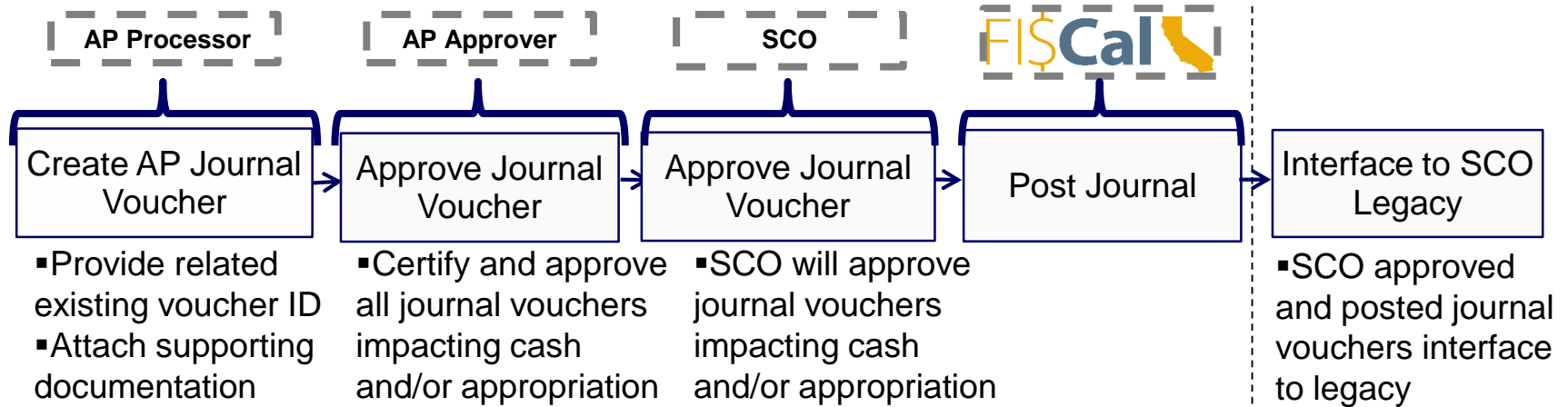
# AP Journal Voucher



When creating an AP journal voucher in FI\$Cal, the AP Processor will always need to provide the related voucher ID.

Journal vouchers impacting cash and/or appropriation will require certification and will workflow to SCO for approval.

# AP Journal Voucher Approval



## Key Change Impacts

- Departments will always need to provide a related voucher ID
- Journal Vouchers impacting cash and/or appropriation will require approval & certification from department & SCO
- Journals vouchers will need to include *Legal Authority*, *Reason for Request* and *Transaction Description*
- Since Journals are interfaced to SCO Legacy, they will no longer appear on the PFA Report

# Related Voucher & Legal Authority

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

---

Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit 0840 Invoice No DepartmentDemo  
Voucher ID 00026120 Accounting Date 10/31/2018  
Voucher Style Journal Voucher Pay Terms NET45 Net 45  
Invoice Date 10/31/2018 Basis Date Type Inv Date  
Invoice Received  
LEAH L. LOPETEGUY  
Supplier ID 0000000001  
ShortName CACOURTCLE-001  
Location MAIN  
\*Address 1  
CMIA  
PHI  
NSF Buyback  
Catch-up JV

**Invoice Total**  
Line Total 0.00  
\*Currency USD  
Total 0.00  
Difference 0.00

Sales/Use Tax Summary  
Audit Communications  
Session Defaults  
Comments(0)  
Attachments(0)  
Template List  
Advanced Supplier Search  
Supplier Hierarchy  
Supplier 360

Save Calculate Print **Submit Approval**

Legal Authority Enter what your department currently enters on paper transaction requests.  
180 characters remaining

**Invoice Lines** Find | View All First 1 of 1 Last  
Line 1 Copy Down  
\*Distribute by Amount  
Item  
Quantity  
UOM  
Unit Price  
Line Amount 0.00  
Calculate  
SpeedChart  
Ship To 0840000002  
Description  
Packing Slip  
One Asset

**Distribution Lines** Personalize | Find | View All First 1 of 2 Last  
GL Chart | Exchange Rate | Statistics | Assets  
Copy Down Line Merchandise Amt Quantity \*GL Unit Approp Ref Fund ENY Account Alt Acct Program PC Bus Unit Project  
1 10.00 0840 001 0001 2017 5301050 0000000000 0500

Save

# Journal Voucher Certification

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Approve ▾ > Approval Framework - Vouchers

Sales Tax 0.00 Ahmed Hemeid  
Use Tax 0.00 Audit Communications Attachments (0)  
Entered VAT 0.00 Cash Type Warrant

**Details** Personalize | Find | View All | 1 of 1 | Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier N
STATE	000000001	Remitting Address	12/14			

Legal Authority Enter what your department currently enters on paper transaction requests.  
180 characters remaining

**JRNL Voucher Approval :: SARD**

▼ BUSINESS\_UNIT=0840, VOUCHER\_ID=0

JRNL Voucher Approval :: SARD

Approved  
✓ Department AP Approver 1  
Department AP Approver 1  
11/05/18 - 3:58 PM

Pending  
Multiple Appro Department AP

Comments  
Comment History

254 characters remaining

**Certify**

Submit Approve Deny Pushback Add Comments Hold

Page related to perjury text

Help

By clicking the "I certify under penalty of perjury" button I am certifying each selected voucher as a claim in accordance with 2 CCR §624 with the below certification. This action will create an electronic record of my certification provided under penalty of perjury.

I hereby certify under penalty of perjury that the following is true and correct:

"That I am a duly appointed, qualified and acting officer of the herein named state agency, department, board, commission, office, or institution; that the within claim is in all respects true, correct, and in accordance with law; that the services mentioned herein were actually rendered and supplies delivered to the state agency in accordance with the contract and law; that authorizations for purchases have been duly obtained wherever required and that amounts claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or are otherwise lawfully due such claimants; that all of the expenditures herein set forth are in accordance with the current budget allotments and provisions as approved by the Budget Division of the State Department of Finance, and that none of the expenditures are in excess thereof; that there has been full compliance with all provisions or restrictions in the budget act or any other appropriation relating to expenditures herein; that the claimants named herein are each entitled to the amount specified opposite their respective names and actually have been paid or will be paid as allowed when warrant is received from the State Controller; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code, in incurring the items of expense mentioned in the attached claim, or in any other way; that any disaster service worker for whom compensation or reimbursement for expenses incurred is claimed herein has, if required by law, taken, subscribed, and filed the oath set forth in Section 3103 of the Government Code."

☐ I certify under penalty of perjury.

☐ I do not certify under penalty of perjury.

# SCO Approval

Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Approve ▾ > Approval Framework - Vouchers

---

Freight 0.00  
Sales Tax 0.00  
Use Tax 0.00  
Entered VAT 0.00

Added By 10029202  
Ahmed Hemeid  
Audit Communications Attachments (0)  
Cash Type Warrant

---

**Details** Personalize | Find | View All | First 1 of 1 Last

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier N
STATE	0000000001	Remitting Address	12/14/2018		USD	LEAH L L

---

Legal Authority Enter what your department currently enters on paper transaction requests.  
180 characters remaining

Message Code 1Z

---

**JRNL Voucher Approval :: SARD**

**BUSINESS\_UNIT=0840, VOUCHER\_ID=00026120:Pending** View/Hide Comments  
Start New Path

JRNL Voucher Approval :: SARD

Approved  
Department AP Approver 1  
Department AP Approver 1  
11/05/18 - 3:58 PM

→

Approved  
Department AP Approver 2  
Department AP Approver 2  
11/05/18 - 4:15 PM

→

Pending  
Multiple Approvers  
SARD Approver1

→

Not Routed  
Multiple Approvers  
SARD Approver2

Comments  
Comment History

254 characters remaining

Submit Approve Deny Pushback Add Comments Hold

# Claims Processing Overview

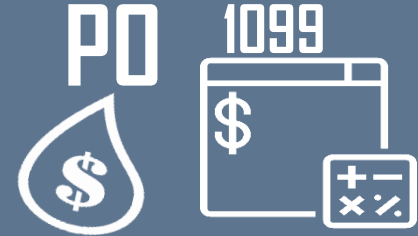
If a department does submit a claim schedule outside of FI\$Cal, the following apply:



**No longer need to create a catch up voucher** to record paper claim schedule information, except if related to a PO.



Will have to **manually reclassify departmental chart fields or correct payments** using GL journals.



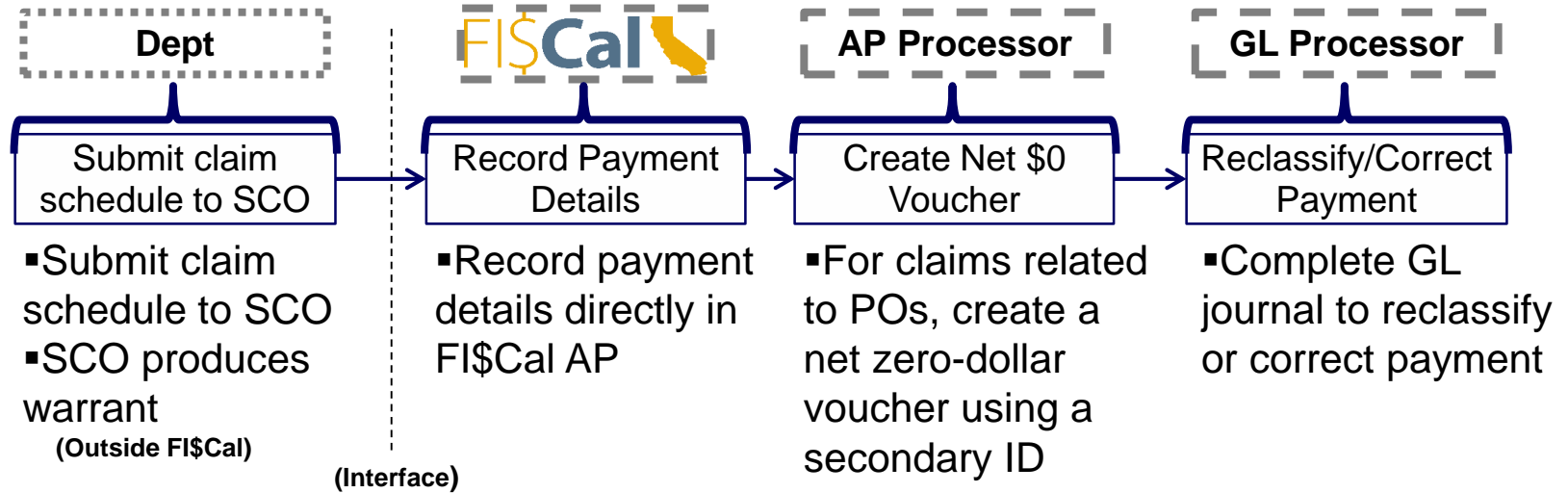
If related to PO or 1099 reporting, departments will have to:

**1099 Reporting** – manually adjust 1099 supplier balances

**PO** – manually liquidate or create a net zero-dollar voucher

**Updated**

# SCO Legacy Claims Interface



## Key Change Impacts

- Departments no longer need to create a catch up voucher for claims submitted outside of FI\$Cal, claim information will interface from SCO Legacy
- CD173 Returned Warrant layout will be updated
- Interface payment details directly into FI\$Cal

# Claims Processing Job Aids

## **To Create a Net Zero-Dollar Voucher:**

Job Aid coming soon!

## **To Manually Close a Purchase Order:**

[Job Aid 243 - Closing a Purchase Order \(PO\) to Release Encumbrance Balances](#)

## **To Manually Adjust 1099 Supplier Balances:**

[Job Aid 238 - Issuing Corrected/New 1099 3.0](#)

# Next Steps

- Share *December Release Department Change Impact Workshop* materials at your department



- Prepare for:
  - **TECH904:** Complete Role Mapping for December Release
  - **READ902:** Complete Change Discussions at Departments
  - **BUSN910 - 913:** Attend WebEx Town Halls
  - **Catch Up Videos:** AP Journal Vouchers and GL Journals

# TECH904: Complete Role Mapping for December Release

- **Release Date:** Monday, October 29, 2018
- **Due Date:** Friday, November 16, 2018
- **Task Information:** Assign *GL Approver 1* role to end users that previously had zero levels of approval, in preparation for go live starting in December
- **Key Reminders:**
  - Previously, departments could choose not to have approval. After December Release, all FI\$Cal Department's journals are subject to departmental approval via FI\$Cal certification page
  - All submissions must be submitted through the Identity Self Service (ISS) Portal
  - Refer to <http://www.fiscal.ca.gov/access-fiscal/ISSJobAids.html> for more assistance on using ISS

# READ902: Complete Change Discussions at Departments (M2)

- **Target Release Date:** Monday, November 12, 2018
- **Due Date:** Friday, November 30, 2018
- **Task Information:** Coordinate the conduct of change conversations at the department between managers or supervisors, and impacted department end users of FI\$Cal
- **Key Reminders:**
  - Engaging with end users to communicate changes generates understanding of the latest updates to FI\$Cal

# Upcoming Town Halls



## **Pre Go Live**

1. November 14, 2018 from 1:30pm – 3:30pm
2. November 27, 2018 from 1:30pm – 3:30pm

## **Post Go Live**

1. December 5, 2018 from 1:30pm – 3:30pm
2. December 12, 2018 from 1:30pm – 3:30pm

# Catch Up Videos for Go Live

For Transaction Requests sent to SCO but not yet recorded in FI\$Cal at Go Live:

For:

- AP Journal Vouchers
- GL Journals



Posted on the SCO/STO Integrated Solution page at least one week before cutover



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Questions and Answers  
FI\$Cal Project Information:  
<http://www.fiscal.ca.gov/>

Or e-mail the FI\$Cal Project Team at:  
[fiscal.cmo@fiscal.ca.gov](mailto:fiscal.cmo@fiscal.ca.gov)

